

PENSION COMMISSION
City Conference Room
260 Constitution Plaza
Friday, May 25, 2012
9:00 a.m.

MINUTES

PENSION ADMINISTRATION

MEMBERS PRESENT: Peter Stevens, Chairman; Frank Lord; Gene Goldman; Marc Nelson, Employee Representative; Adam Cloud, Secretary

STAFF PRESENT: Donna Parker, Plan Administrator; Anne Coleman, Assistant Plan Administrator; Terry Williams, Senior Administrative Assistant

OTHERS PRESENT: Richard Pokorski, Employee Benefits; Lavenia Vaught, Hartford Federation of Child Development Associates

Chairman Peter Stevens called the meeting to order at 8:55 a.m.

I. Minutes of the Meeting of April 27, 2012

There were no changes or corrections to the minutes as presented.

A motion was made, seconded and unanimously adopted to accept the minutes of the April 27, 2012 meeting.

II. Survivor Benefits

A motion was made, seconded and unanimously adopted to approve the following survivor benefits:

Baj, Stanislaw, survivor of the late Genowefa Baj, member of the Municipal Employees' Retirement Fund (MERF) who died April 18, 2012 (Survivor benefits under the MERF; Emp. #S807435 / 980236)

Effective Date:	May 1, 2012	
Annual Allowance:		\$ 4,268.04
Monthly Allowance:		355.67

Carabillo, Marie, survivor of the late Dennis Carabillo, member of the Municipal Employees' Retirement Fund (MERF) who died March 31, 2012 (Survivor benefits under the MERF; Emp. #S089354 / 980256)

Effective Date:	April 1, 2012	
Annual Allowance:		\$ 24,334.32
Monthly Allowance:		2,027.86

Jenkins, Robert, survivor of the late Jean Jenkins, member of the Municipal Employees' Retirement Fund (MERF) who died April 17, 2012 (Survivor benefits under the MERF; Emp. #S370754 / 980238)

Effective Date:	May 1, 2012	
Annual Allowance:		\$ 9,404.88
Monthly Allowance:		783.74

Tennant, Mary, survivor of the late John Tennant, member of the Municipal Employees' Retirement Fund (MERF) who died April 22, 2012 (Survivor benefits under the MERF; Emp. #S724688 / 980237)

Effective Date:	May 1, 2012	
Annual Allowance:		\$ 15,203.16
Monthly Allowance:		1,266.93

III. Regular Retirements

A motion was made, seconded and unanimously adopted to approve the following regular retirement benefits:

		<u>AMOUNT</u>		
<u>Carter, Brainard</u>				
Emp. # 940758 / 990440				
Union: <u>Local 760</u>				
		Years	Months	Days
Term of Service (including Sick Exchange):		30	4	24
Sick Exchange:		5	4	24
Grounds:	<u>Service</u>			
Effective Date:	<u>April 17, 2012</u>			
Average Salary:	<u>Final Base Pay</u>			<u>\$ 74,739.28</u>
Pension Allowed:	<u>83.50 %</u>			<u>62,407.32</u>
Monthly Payment:				<u>5,200.61</u>

<u>Horton Sheff, Elizabeth</u>				
Emp. # 942064 / 990439				
Union: <u>Non-Union</u>				
		Years	Months	Days
Term of Service (including Sick Exchange):		12	0	0
Sick Exchange:		0	0	0
Grounds:	<u>Vested Early</u>			
Termination Date:	<u>December 31, 2007</u>			
Effective Date:	<u>May 1, 2012</u>			
Average Salary:	<u>Highest 2 out of last 5 years</u>			<u>\$ 15,000.00</u>
	<u>Final Base Pay</u>			<u>15,000.00</u>
Pension Allowed:	<u>30.00 %</u>			<u>4,500.00</u>
Monthly Payment:				<u>375.00</u>

<u>Pitkin, John</u>				
Emp. # 940756 / 990442				
Union: <u>Local 760</u>				
		Years	Months	Days
Term of Service (including Sick Exchange):		31	0	0
Sick Exchange:		6	0	0
Grounds:	<u>Service</u>			
Effective Date:	<u>April 19, 2012</u>			
Average Salary:	<u>Final Base Pay</u>			<u>\$ 77,810.14</u>
Pension Allowed:	<u>85.00%</u>			<u>66,138.60</u>
Monthly Payment:				<u>5,511.55</u>

III. Regular Retirements (continued)

Thomas, Gregory

Emp. # 726660 / 990443

Union: Local 760

	Years	Months	Days
Term of Service (including Sick Exchange):	31	7	6
Sick Exchange:	3	7	6
Grounds:	Service		
Effective Date:	April 23, 2012		
Average Salary:	Final Base Pay		
Pension Allowed:	85.00%		
Monthly Payment:	\$ 77,835.52		
	66,160.20		
	5,513.35		

Torres, Israel

Emp. # 940795 / 990441

Union: Local 760

	Years	Months	Days
Term of Service (including Sick Exchange):	31	0	0
Sick Exchange:	6	0	0
Grounds:	Service		
Effective Date:	April 18, 2012		
Average Salary:	Final Base Pay		
Pension Allowed:	85.00%		
Monthly Payment:	\$ 77,810.14		
	66,138.60		
	5,511.55		

IV. Pension Benefit Adjustments

Chairman Stevens introduced the item. The Plan Administrator, Donna Parker explained that a group of benefit adjustments must be made as a result of earnings from gainful employment as reported on the Earned Income Affidavits required from disabled pensioners in accordance with the requirements of Section 2A-11(c) of the Municipal Code of the City of Hartford. She stated that a portion of such earned income is used to offset or otherwise reduce the disability pension as determined by the Municipal Code and union contracts.

Ms. Parker stated that the status of the requests sent and responses received as of May 15, 2012 was as follows:

Affidavits not sent due to age (70 or older), home bound, residence in nursing home, or under care of a conservator:	62
Requests Sent:	169
Affidavits Not Returned due to home bound status (determined this year):	2
Affidavits Returned:	166
Outstanding:	1

A motion was made, seconded and unanimously adopted to approve the following pension benefit adjustments in accordance with the requirements of Section 2A of the Municipal Code to be effective on May 1, 2012:

<u>ID#</u>	<u>NAME</u>	<u>UNION</u>	<u>CURRENT MONTHLY PENSION</u>	<u>ADJUSTED MONTHLY PENSION</u>
246328	Ferranti, Albert	Local 760	\$ 186.13	\$ 108.93
941141	Gonzalez, Rafael	HPU	2,028.88	2,016.75
940346	Hernandez, Alma	HMEA	1,626.75	1,846.75
942447	Salsgiver, Valerie	HPU	985.57	230.29

Ms. Parker then recommended that the pension suspension be continued for the upcoming adjustment period for the following individual, as required by the Municipal Code, Section 2A. The Plan administrator continued to explain that the Affidavit sent to the following individual was returned by the Post Office, but the Pension Unit would continue to try to locate her and would adjust her Pension Benefit accordingly at such time as we received the affidavit or refund her employee contributions.

<u>ID#</u>	<u>NAME</u>	<u>UNION</u>	<u>CURRENT MONTHLY PENSION</u>
942197	Williams, Carrie	SCGA	\$ 0.00

IV. Pension Benefit Adjustments (continued)

The final adjustment, Ms. Parker indicated, was for an individual who had not returned his Earned Income Affidavit and, as required by the Municipal Code, Section 2A-11(c), she had recommended that his pension be suspended effective with the May 2012 payment.

A motion was made, seconded and unanimously adopted to approve the following pension benefit adjustment effective May 1, 2012:

<u>ID#</u>	<u>NAME</u>	<u>UNION</u>	<u>CURRENT MONTHLY PENSION</u>
941423	Topping, John	HPU	\$ 2,578.42

V. Separations from Pension Payroll

The following separations from Pension Payroll were placed on file:

<u>EMPLOYEE NUMBER</u>	<u>NAME</u>	<u>DATE OF DEATH</u>	<u>PENSION AMOUNT</u>	<u>PENSION PLAN</u>
807435	Baj, Genowefa	04/18/2012	\$ 711.34	MERF
306401	Green, Willie Mae	04/27/2012	201.14	MERF
370754	Jenkins, Jean	04/17/2012	1,567.47	MERF
628905	Roach, Agnes	04/21/2012	134.09	MERF
628832	Roach, Agnes	04/21/2012	1,657.60	PBF
660434	Schweighoffer, Michael	04/16/2012	1,358.38	MERF
724688	Tennant, John	04/22/2012	4,167.80	MERF
766461	Whalen, David	4/16/2012	5,133.33	MERF

VI. Request for Refunds of Pension Contributions

A motion was made, seconded and unanimously adopted to approve the following refunds of pension contributions:

<u>NAME</u>	<u>AMOUNT</u>
Austin, Dorothy J.*	\$ 326.28
Barr, Sarah	39,792.14
Bartlett, Jeffrey	7,220.36
Brown, Valerie*	601.48
Carrillo-Brown, Carmen*	226.14

VI. Request for Refunds of Pension Contributions (continued)

<u>NAME</u>	<u>AMOUNT</u>
Collier, Nancy*	\$ 1,299.91
Crocini, Charles*	297.05
Dennis, Cynthia	6,371.70
D'italia, Terry*	229.57
Henderson, Carl*	48.14
Henderson, Cynthia*	2,076.65
Hernandez, Maria*	1,102.46
Holmes, Raynette*	2,275.48
Jernigan, Corey*	231.33
Mieczkowski, Mary Catherine*	703.23
Moran, David*	197.68
Richardson, Stacey*	504.48
Rivera, Cristina*	807.92
Robbins, Theresa*	945.12
Robinson-Ortiz, Yessica	2,906.60
Rodriguez, Ana L.*	1,447.94
Rodriguez, Jovanny*	286.62
Tyler, Jennifer S.*	1,283.35
Ventura, Migdalia*	2,393.81
Woods, Monique*	19.56
Woods, Tahaira*	35.70
Zayas, Maria*	890.86
Zuccaro, Edna*	979.14

None of the above members is vested, or, if vested, he or she has been informed of, and has waived, his or her rights to a vested benefit in lieu of a contribution refund. The amounts shown above include interest accrued after 2002.

* Additional contributions or interest due to the member.

VII. Service Purchases

Routine Service Purchases

Chairman Stevens introduced the item. The Plan Administrator stated that the following individuals have requested the purchase of additional pension service under the provisions of the Municipal Code of the City of Hartford, Article I, Division I, Section 2A-8.

The requests were accepted and placed on file.

<u>NAME</u>	<u>TYPE</u>	<u>AMOUNT</u>			<u>PURCHASE</u>
		<u>Years</u>	<u>Months</u>	<u>Days</u>	<u>PRICE</u>
Pokorski, Richard *	Qualified Non-City	4	0	0	\$ 18,696.91
Thompson, Brian *	Military	4	0	0	16,631.39

* These individuals have completed their service purchases.

VIII. Qualified Domestic Relations Orders

Chairman Stevens introduced the item. The Plan Administrator reported that the Pension Unit had received [one](#) properly executed Qualified Domestic Relations Order (QDRO) [for the Deferred Compensation Plan](#). The Plan Administrator recommended that the Commission approve the Order as presented.

A motion was made, seconded and unanimously adopted to approve the following QDRO, with assignments as indicated, subject to like reductions in the contribution and pension accounts of the plan member.

Section 457 Deferred Compensation Plan

QDRO: [12-06](#)

Entered into Court Records: [May 10, 2012](#)

Contribution Assignment Date: [April 20, 2012](#)

	<u>Percentage</u>	<u>Dollar Amount</u>
Contributions Assigned:	N/A	\$ 5,650.00

IX. Hardship Withdrawal Ratifications

Chairman Stevens introduced the item. The Plan Administrator, Donna Parker stated that the Pension Unit had received [three requests](#) for hardship withdrawals from the Section 457 deferred compensation plan.

Application 12-04: Ms. Parker summarized the request by stating that the applicant had requested funds to cover the funeral expenses for his father. Ms. Parker went on to explain that funeral expenses for an immediate family member met the IRS guidelines for a Hardship Withdrawal and recommended that the Commission ratify the approval given by The Hartford's Hardship Review Committee and the Pension Commission's Review Committee.

Application 12-05: Ms. Parker summarized the request by stating that the applicant had requested funds to cover back payment of condominium fees, which the Association is threatening to send to collection. Ms. Parker went on to explain that since there is no imminent foreclosure, this is not a qualifying event according to IRS guidelines for a Hardship Withdrawal and recommended that the Commission ratify the denial given by The Hartford's Hardship Review Committee and the Pension Commission's Review Committee.

Application 12-06: Ms. Parker summarized the request by stating that the applicant had received a foreclosure notice for non-payment of the mortgage of his primary residence. Ms. Parker went on to explain that foreclosure on a participant's primary residence met the IRS guidelines for a Hardship Withdrawal and recommended that the Commission ratify the approval given by The Hartford's Hardship Review Committee and the Pension Commission's Review Committee.

A motion was made, seconded and adopted to ratify the approvals for hardship withdrawal [requests 12-04 and 12-06](#) as presented, and to ratify the denial for hardship withdrawal request 12-05.

X. [Personnel Matters](#)

A motion was made, seconded and unanimously adopted to enter into executive session to discuss the consultant's report on the salary ranges for the Commission's statutory employees, after which a motion was made, seconded and unanimously adopted to return to open public session.

A motion was made, seconded and unanimously adopted to accept the updated salary ranges recommended in the study completed by Horton, USA Compensation Consulting Group.

XI. Consideration of Memorandum of Understanding for 2012-2013 Pension Contribution

Chairman Stevens introduced the item. Secretary Cloud reviewed the latest draft of the Memo of Understanding (MOU) between the City of Hartford and the Pension Commission, with regard to the 2012-2013 Budget and the City's funding of the MERF Annual Required Contribution.

The Commissioners discussed wording changes to the sixth WHEREAS, in order to clarify the Annual Required Contribution shortfall, and Secretary Cloud agreed to make these changes.

A motion was made, seconded and unanimously adopted to authorize Secretary Cloud to sign the MOU after making changes and obtaining final approval on the language from the Pension Commission members.

XII. Other Business

Chairman Stevens introduced the item. There was no Other Business to come before the Commission at this meeting

XIII. Disability Retirements

A motion was made, seconded and unanimously adopted to enter into executive session to discuss the disability application before the Commission, after which a motion was made, seconded and unanimously adopted to return to open public session.

A motion was made, seconded and unanimously adopted to **approve the following disability retirement application:**

Application

<u>NAME</u>	<u>UNION</u>	<u>QUALIFICATION</u>	<u>YEARS</u>	<u>AGE</u>
Vaught, Lavenia	Local 1018F	Non-Service Permanent Total	12	37

There being no further business, Chairman Stevens adjourned the Pension Administration portion of the meeting at [9:44 a.m.](#)

Attest:

Adam M. Cloud, Secretary